

JIS Software Training

Fall – Winter Release 2004

Release Details

- Software CD update mailed/applied week of:
October 25 Online Courts
November 8 Pilot Courts
December 6 Distributed Courts
- Run/load time: About 3 hours (does not include required backup)

Administrative Updates

■ Caseload Part 4, also known as Case Age Report

■ Code Files

■ Statute File - M Table

Caseload Part 4

Requesting Options:

- Automatically generates with Caseload Request – Qtr 4
- Separate Request

Reports generated:

- Grid
- Audit
- Exception List

Caseload Part 4 - Requesting Options: Current Screen

Rep Name	Date Range
<input type="checkbox"/> Alcohol Report	_____ - _____
<input type="checkbox"/> Appealed List	_____ - _____
<input type="checkbox"/> Attorney Case List	_____ - _____
<input type="checkbox"/> CDM Report	_____ - _____
<input type="checkbox"/> Case Index	_____ - _____
<input type="checkbox"/> Caseage Report	_____ - _____
<input type="checkbox"/> Caseload Report - Qtr _____ Year _____	_____ - _____
<input type="checkbox"/> Crime Victim Rights Report	_____ - _____
<input type="checkbox"/> Disposed List	_____ - _____
<input type="checkbox"/> Drunk/Drug New Cases	_____ - _____
<input type="checkbox"/> Expired Activity Date	_____ - _____
<input type="checkbox"/> FRC, WBR List	_____ - _____
<input type="checkbox"/> Non-Public Case List	_____ - _____
<input type="checkbox"/> Time Guideline Report	_____ - _____

MORE >>>

F24-Previous Menu Page/Roll Help

Caseload Part 4 - Requesting Options: New Screen

State Court Administrative Office
Traffic/Criminal As Required Reports
Today's Date 10/12/04

Rep Num		Date Range
-	Alcohol Report	-
-	Appealed List	-
-	Attorney Case List	-
-	CCJ Report	-
-	Case Index	-
-	Caseload Report Qtr - Year Merge Files	-
-	Case Age Report (Caseload Part 4)	-
-	Crime Victim Rights Report	-
-	Disposed List	-
-	Drunk/Drug New Cases	-
-	Expired Activity Date	-
-	FRC, WRR List	-
-	Non-Public Case List	-
-	Speedy Trial and 120-Day Report	-

F24-Previous Menu Page/Roll Help

Note: Name change of the Speedy Trial report

Caseload Part 4 - Report

- Reports information as of the through date of the request
- Intended to be an annual report (as defined by SCAO)
- Automatically included when uploaded to CRS with Caseload Qtr 4

Caseload Part 4 - Requirements for Aging:

- T/C Cases are aged from date of Arraignment
 - PO code AR, AP, or AW must exist to begin aging (only ONE per case)
 - Aging excludes time in Inactive status (i.e. warrants, competency evaluations or orders to stay proceedings through reopen date)
 - Inactive cases are not reported
- If no arraignment date:
 - Payment date or Disposition date will be the "appearance date" used to calculate age

Caseload Part 4 - Requirements for Aging:

■ Civil Infractions:

- Aged from Filing date until Disposition or Payment date
- Aging excludes time in Inactive status (i.e. bankruptcy or military service through reopen date)
- Inactive cases are not reported

Caseload Part 4 - Requirements for Aging:

■ Civil Cases

- Aged from Filing date until all parties disposed
- Pending Jury Demands are determined by Action Code: JDF, JRC, JSC or JTC
(Note: These are for LT and SP case types only)
- Jury verdict is determined by Action Code JGE65 or DSE65

Caseload Part 4 - Grid

All cases are aged by case type.

RUN DATE: 10/12/04	99TH DISTRICT COURT	PAGE:
FOR: JMS-MAJ 2004	27777 SUNRISE LANE STE 1300	
COURTIER 1	HAPPY VILLAGE MT 47777	
DISTRICT COURT CASELOAD		
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE		
SECTION A: PENDING CRIMINAL		
LN	CASE TYPE	FY
1	DISPOSED	
2	12-14 DAYS	3
3	DISPOSED	
4	15-14 DAYS	
5	DISPOSED	
6	15-61 DAYS	3
7	DISPOSED	
8	62-91 DAYS	
9	DISPOSED	
10	92-124 DAYS	
11	DISPOSED	
12	125-144 DAYS	
13	PENDING	
14	12-14 DAYS	222
15	PENDING	
16	15-14 DAYS	3
17	PENDING	
18	15-61 DAYS	
19	PENDING	
20	62-91 DAYS	
21	PENDING	
22	92-124 DAYS	
23	PENDING	
24	125-144 DAYS	3

The Audit supports the numbers reported in the grid.

[illegible]

RUN DATE	10/05/04	99TH DISTRICT COURT	PAGE	1		
FOR	JAN-MAR 2004	37777 SUNDY LAKE LAKE	STE 1300			
QUARTER 1		HAPPY VILLAGE	MI 47777			
DISTRICT COURT CASELOAD PART 4 EXCEPTION LIST - NUMERIC						
CASE NO.	TYPE	NAME	#DAYS DATE INACT	DISPO DATE	DISPO CODE	AGED JUDGS DAYS
Inactive and Case Type Charged cases reported in Part 2, not in Part 4						
04-0131B	FY	DOMORE/ENDLEY	2/02/04	3/21/04	WR18	12345
04-0326B	FY	MARKS/MARK/B	2/02/04	3/21/04	DS52	
04-K00102	SN	CIARK/COLLIER/B	3/01/04	3/23/04	WR10	42
04-0322A	OT	MARKS/MARK/B	3/01/04	3/25/04	DS53	10961
04-0322B	OT	MARKS/MARK/B	1/02/04	1/30/04	DS53	28
00-1335S	OT	DOCK/HICKORY	2/04/00	3/23/04	WR10	1509
TOTAL CASES NOT COUNTED						6

- Work in progress:
 - Will include breaking the numbers down by judge
 - Extraditions separated from FY case type*
 - Addition of lines 1a and 2a (tracking FY cases reduced to misdemeanor w/i 14 days)*
- *Changes made by SCAO in mid September
- Not due to report to SCAO until January 2006
- Will be an automated upload as part of the Caseload-Fourth Quarter 2005

Caseload - T/C Status Screen

HAPPY VILLAGE T/C ACTIONS in PO Date Sequence

CASE 04-10010 PTY D01 10

PO DATE	CODE	NUM	CNT	RCPT	CLERK	ENTRY DT	ENTRY TM	DEL DATE
9/28/2004	ORCG	1	1		DCS	10/01/2004	10:27:03:24	
9/28/2004	CR01	2	1		DCS	10/01/2004	10:27:03:02	
9/28/2004	PDMM	3	1		OMH	10/01/2004		
9/28/2004	TEXT	4	1	FIXED 8	OMH	10/01/2004	10:27:04:53	
9/28/2004	DS08	5	1		OMH	10/01/2004		
9/28/2004	MYNM	6	1	D200263	OMH	10/01/2004		
9/28/2004	PYMT	7	1	D200263	OMH	10/01/2004		
9/28/2004	CLSD	8	1		OMH	10/01/2004		
10/01/2004	FL01	1	1		DCS	10/01/2004	10:27:03:15	
10/11/2004	TEXT	1	1	NAME/DL	DCS	10/11/2004	13:43:23:42	

New Function Key

F24-Prior/Exit F7-Alt Seq F8-Caseload F9-Print F13-Outq Page/Roll

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Caseload - T/C Status Screen

HAPPY VILLAGE T/C CASELOAD in Entry Sequence

CASE 04-10010 2

CASE	CASE	ACTION	ACTION	ENTRY	ENTRY	DELETE
TYPE	PARTY	CODE	DATE	DATE	TIME	CLERK
01	D01	FL01	9/28/2004	10/01/2004	10:27:03:15	DCS
01	D01	DS08	9/28/2004	10/01/2004	10:27:04:01	DCS

Action codes are from the Codes File. They are the same codes that appear on the ACT screen.

Press F8 to get back to the STATUS screen

F24-Prior F6-Detail Event F9-Print F13-Outq Page/Roll

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Caseload - Civil Status Screen

JIS CIVIL PARTIES STATUS CLSD

Court 2 Case 04-0019 Type GC File Date 1/05/04 Judge 12345

Caseload Disp Date: 100103 Code: JGE65

PO1 GILBERT/JOHN/A Phone : 313 237-7300 Sum/Exp: 010504

Att: DONNELLY,MICHAEL P., Phone : 10604 Sum/Exp: 12704

Last Trigger Code: MDC 11204 Ans/Due: NoPrg :

Next Trigger Code: Disposed: Status: CLSD

D01 BRANCH/CHARLOTTE/ Phone : 10604 Filed : 10504

Att: Last Trigger Code: JGE65 100104 Srv : 10604 Sum/Exp: 40504

Next Trigger Code: Ans : 11204 Ans/Due: 12704

Disposed: JGE65 100104 Status: CLSD

Att: Last Trigger Code: New function key added

Next Trigger Code: Disposed: Status:

NXT CASE 04-0019 PTY GARR NAME

F6-Detail Actions F8-Caseload Actions F24-Previous Menu Page/Roll Help

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Caseload - Civil Status Screen

JIS CIVIL CASELOAD in Entry Sequence

CASE 04-0019 TOTAL RECORDS 3

CASE TYPE	ACTION CODE	ACTION DATE	ENTRY DATE	ENTRY TIME	CLERK	DELETE DATE
GC	SCF	10/05/2004	10/21/2004	10:01:51:76	KJS	
GC	JGE67	10/01/2004	10/11/2004	9:19:09:19	DCS	10/12/2004
GC	JGE65	10/01/2004	10/12/2004	11:11:45:94	DCS	

The caseload program reads this file in Action Date order.

Filed in Qtr 1 2004

Disposed in Qtr 4 2004 by jury (JGE65)

F24-Prior F9-Print F13-Outq Page/Roll

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Caseload - Changes for 2005

Section C: Case Types - OK, SK, ON & SN

- Line 6 - Inactive Status (i.e. military or bankruptcy)
- Line 7 – Local Diversion (DS47)
- Line 8 - Case Type Change (formerly line 6)

Note: These will not take effect until AFTER January 2005 for first quarter reporting.

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SOS Code File

SOS Code File Inquiry & Update 9/17/04 08:20:13

Code: 1360 CODE Effective: 90195

Vehicle Type: (Blank, C=Commercial, S=Snowmobile, W=Watercraft, O=ORV)
Offense Type: (Blank, A=Alcohol, D=Drug, M=MIP, S=Speeding, P=Parking, H=Handicap Parking)

Description:
MINOR IN POSSESSION

	Begin	End	NOTICE BASED ON:
Abstract :	90195	0	(A=Adjudication Date, O=Offense Date)
Deferral Abs:	90104	0	
Audit Abs :	90197	0	
PRC :	100199	0	
FCJ :	100199	0	
FCPV :			
140 :			
MNC :	100199	0	
Susp/Rest :	90195	93099	0

New field added to control notices based on:
• O- Offense Date or
• A- Adjudication Date

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F23-Delete
F24-Previous Menu Roll-Page

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T/C Code Files

Codes Added:

- Deferral Codes - DF01 – DF05 to be used on charges being deferred under 7411, HYTA, Spouse Abuse, PUI (Practicing U/Influence) and MIP

Note: DF codes are JIS protected!

- Deferral codes will reflect the correct CDC code on the EJD (Enter Judgment screen)

Code Files

Additional codes:

- BD54 - Bond assigned case number
- RM27 – Deferral Removed
- RM28 – Delayed Sentence Removed
- XSOS – Name, Address, DOB Updated by SOS
- JD – Jury Demand (Civil Description Code)

BD54 comment to ROA:

Court 0	Case 04-1031A	Pty 001	Charge 0PER INTOX.	Type 00	Status PEND		
Name ADAMS/BRIAN/A							
RCPT DT	NO.	ACTION	TYPE	CHECK	AMOUNT	STAT	CLRK
1/31/04	D194562	1/31/04	INTERIM		200.00	OPEN	OMH
DATE	ACTIONS, JUDGMENTS, CASE NOTES					INITIALS	
10/01/03							
1	ORIGINAL CHARGE		OPER INTOX.				DCS
	DUE DATE		113004				DCS
10/11/04							
	NAME/DLN/DOB OVERRIDE						DCS
	FILING DATE		010504				DCS
	BOND ASSIGNED CASE NUMBER						D1
***** END OF REGISTER OF ACTIONS ***** 10/11/04 15:04							
NEXT ROW CASE 04-1031A, PTY 001 COUNT 01 INQ ADAMS/BRIAN/A, ST							
F1-Ten F2-Bottom F9-Print F10-View F11-Scan F13-Quit Page/Roll F3/F24-Prior							

Statute File - M Table

- M-table will be separated for courts who currently share the table:
 - All online courts
 - Courts who share the AS/400 where the 3rd position of the court ID is different, i.e. D8810 and D8820
- Convenient and flexible
 - Allows for individual code descriptions
 - Do not have to call JIS to add new codes
- Each court MUST update their own Statute file

Traffic/Criminal & Probation Module – Part One

Forms & Screens

TC – Forms

- To view or print most current version of SCAO approved forms, go to:

courts.michigan.gov/scao/courtforms

TC – Civil Infraction Judgment (CIA02)

Current Screen

HAPPY VILLAGE JUDGMENT CIVIL INFRACTION CIA02 DISP
Court 0 Case 04-0601A Pty 001 Charge CARELESS DRV Type 01
XREF R04-1231 Name ANDERSON/JOHN/
Date Signed: 101204 Bar No: 00000
People of DETROIT CITY Conditional X

JUDGMENT OF THE COURT: Defendant responsible /admits responsibility
By mail Person/Rep
Defendant responsible (after hearing)
As amended:
Defendant not responsible (after hearing)
Dismissed: plaintiff did not appear on motion of plaintiff
Fine and Costs State Costs Misc. Total
111.20 00.00 151.20
Bond Forfeiture Amount Balance Due 151.20

OTHER

Default: Formal Informal Service: Personal Sent by Mail

NXT CASE 04-0601A PTY 001 COUNT INQ ST
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

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TC – Civil Infraction Judgment (CIA02)

New Screen

HAPPY VILLAGE JUDGMENT CIVIL INFRACTION CIA02 DISP
Court 0 Case 04-1001A Pty 001 Charge DEFECT EQUIP Type 01
XREF Name SMITH/BRAIN/A
Date Signed: 101204 Bar No: 00000
Plaintiff HAPPY VILLAGE Conditional X

THE COURT FINDS:
Defendant admits responsibility by mail person/rep
Defendant is in default Defendant is not in the military service, etc.
Defendant responsible after hearing as amended:
Defendant not responsible after hearing
Plaintiff failed to appear
Plaintiff moved to dismiss
Fine and Costs State Costs Misc. Total Bond Forf. Amt.
Balance Due 00

IT IS ORDERED:
X The case is dismissed
Judgment is entered Other:
Certificate of Service: Personal Sent by Mail

NXT CASE 04-1001A PTY 001 COUNT INQ ST
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

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TC – Civil Infraction Judgment (CIJ)

Screen changes:

- One line for "Other",
 - Removed Informal/Formal
 - Added option regarding not being in military service
- Note: Many fields are populated based on disposition information previously entered*

■ Updated to 6/04 version:

- Items moved around
- Removed reference to Formal/Informal hearing
- Verbiage modified: "WARNING: Return this notice immediately..."--- added "TO DEFENDANT:"
- Added Servicemembers Civil Relief Act information

■ Added AFP version

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TC – Additional Forms Updated to 6/04 Version

- Order for Fingerprints (MC233)
 - Added cite MCR 3.936 to bottom of form
- Order for Pretrial Release/Custody & Bond (MC240 & MC241)
 - Corrected typographical error in item 12 of the conditions
- Subpoena (MC11)
 - Removed the MSA cites
 - Added Supreme Court Seal to AFP version (JIS)

TC – Additional Forms Updated to 6/04 Version

- Motion/Order of Nolle Prosequi (MC263)
 - The last paragraph on the form changed to state "As allowed by law" instead of "By law" and "you may contact..." instead of "you may choose to contact"

TC – Order on Application to Set Aside Conviction (MC228)

- Updated to 6/04 version
 - Line 3: Removed the verbiage "a non traffic offense reportable to the Secretary of State"
 - Line 8: Added last sentence "If the conviction is for a non-traffic the driving record shall not be expunged."
 - Last paragraph modified regarding the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center...
 - MSA cites removed

TC – Motion, Affidavit, and Bench Warrant (MC229)

- Updated to 6/04 version
 - Revised for use in probation violations
 - Revised the notary in accordance with 2003 PA238
 - Changed the verbiage at the bottom of Memorandum copy:
 - TO THE CLERK...advise the Michigan... of this Motion and Bench Warrant Memorandum

TC – Motion, Affidavit and Bench Warrant (PBW) – Current screen

```
HAPPY VILLAGE I/C MOTION, AFFIDAVIT, AND BENCH WARRANT MC229 DISP
Court 0 Case 04-0601A Pty D01 Charge CARELESS DRV Type 01
Name ANDERSON/JOHN/
Date Signed: 101204 Bar No: 00000
Police Report No. 804-1231 Petitioner
People of DETROIT CITY Conditional (Page 1) _
MOTION & AFFIDAVIT Name ANDERSON/JOHN/
_Fail to Appear _ Other Reasons
Reasons
CARELESS DRV MAY 31, 2004 AGE: ITHACA POLICE DEP OFC: BODDER, WILLIAM K
Warrant 10 BENCH WARRANT ISSUED
Name ANDERSON/JOHN/
Address 12345 LEAPING LIZARD LANE
LINCOLN PK, MI 48146
Race W WHITE Sex M MALE
DLN 8100000000000 MI DOB 06 / 02 / 1950
Bond Amt $ (MM / DD / YYYY)
NXT CASE 04-0601A PTY D01 COUNT 01 INQ ST
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

TC – Motion, Affidavit and Bench Warrant (PBW) – New screen

```
HAPPY VILLAGE I/C MOTION, AFFIDAVIT, AND BENCH WARRANT MC229 DISP
Court 0 Case 04-1001B Pty D01 Charge DR LIC S/R/D Type 0T
Name SMITH/BRIN/A
Date Signed: 101204 Bar No: 00000
Police Report No. 82233 Petitioner
People of HAPPY VILLAGE Conditional (Page 1) _
MOTION & AFFIDAVIT Name SMITH/BRIN/A
_Contempt/Fail to Appear _ Alleged Probation Violation
For the following reasons:
DR LIC S/R/D SEPT. 20, 2004 AGE: 496 OFC: BODDER, WILLIAM K
Warrant 10 BENCH WARRANT ISSUED
Name SMITH/BRIN/A
Address 12345 WILLOW LANE
WYOMING, MI 49871
Race U UNKNOWN Sex M MALE
DLN 5100000000000 MI DOB 10 / 10 / 1960
Bond Amt $ (MM / DD / YYYY)
NXT CASE 04-1001B PTY D01 COUNT 01 INQ ST
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

- Updated to 6/04 version:
 - Revised the notary in accordance with 2003 PA238
 - Changed In the matter of to one line instead of two (had to do with Probate/Juvenile part of form)
- Updated the BATCH Show Cause Pre-List
 - Will reflect the deferred dispositions (i.e. Defer 7411 etc.)

- **Order Forfeiting Bond**
 - ❑ Will reflect receipt # and date on the printed form (as requested by JIS users)
- **ROA**
 - ❑ CDL field will display under VPN:
 - ❑ Findings will reflect deferred dispositions (i.e. Defer 7411 etc)

STATE OF MICHIGAN				CASE NO. 99-10016-001 09			
COUNTY OF MICHIGAN DISTRICT		REGISTER OF ACTIONS		S-R-REFERENCE NO. #2253			
JURY NO. 000000				FILED IN 0130			
FILE# 002253							
JUDGE OF RECORD				JUDGE: DOROS, C. CHARLES, P-10093			
HAPPY VILLAGE v							
DEBIT/PAYMENT		DATE		ENTRY DATE		DATE	
10/28/99 10:00 AM		10/28/99		10/12/99			
MOVING		RE 00073		OFFERED DATE		09/28/99 0300 PM	
				VEHICLE NO		VEHICLE # 0000000000	
DOB: 10/10/1950		SEX: M		RACE: U		DOB: 09/28/99	
MOM: 0000		MOM: 0000		MOM: 0000		MOM: 0000	
OFFICER: DODDER, WILLIAM KARL		DEPT: 496		PAGE: 1		PAGE: 1	
PROSECUTOR		VENUE: HAPPY VILLAGE					
VICTIM/DESC:							
COUNT 1 C/M/F: M S/DGG				P/N#8436-17031A			
PERSON UNDER 21-PURCHASE, CONSUME, POSSESS				PLEAD GUILTY			
PERSON UNDER 21-PURCHASE, CONSUME, POSSESS				PLEAD GUILTY			
PLEAD GUILTY				PLEAD DATE: 09/28/94			
ENDINGS				DISPOSITION DATE: 09/28/94			
SENTENCING DATE: 09/28/94				CON COM MISC. REST TOT FINE TOT			
0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00				0.00 0.00 0.00 0.00 0.00 0.00			
0.00 100.00 0.00 0.00 0.00 0.00 0.00 0.00				0.00 100.00 0.00 0.00 0.00 0.00			
VEH INMOB START DATE:				PROBATION			
VEH INMOB START DATE:				NUMBER OF DAYS:			
VEH INMOB START DATE:				VEH FORFEITURE:			
DATE		ACTIONS, JUDGMENTS, CASE NOTES		INITIALS			

T/C - AFP Versions Added

- Judgment After Bond Forfeiture (MC238)
- Judgment Civil Infraction (CIA02)

Questions?

Traffic/Criminal & Probation Module – Part Two

Entry & Updating

TC- CDL field added to CAS screen

JIS Traffic / Criminal Case Entry Status **PEND**

Court 0 Case 04-0409A PTV D01 Same Incident Filing Date 11004
 Offense Date 10104 Time 200 R DLN MI D400799013760 Sex M DOB 100272
 Name DODLEY/TOM/ Race M SID
 Street 3902 W MILLER RD Apt CTN/TCN 200112345601
 City LANSING State MI Zip 48910 Phone
 Charge 1025 A/C/S Case Type 00 X-Ref 04-20
 Speed Charged/Allowed/Energy 7 / - Accident Type New
 Officer # 232 Agency 1 Venue 1 PIN 04-12 CDL field
 2nd Officer # Agency ROR Label Abstract SOS-I field

Ticket Information:
 Court Date 32604 Time Nxt Judge Set for 10 Atty N/A
 Vehicle Type P0 Plate Number/Year/State 654823 / 04 / MI CDL INT
 Paper Plate X VIN 430827C0987507800 Vehicle Year 2004 Vehicle Make FORD
 Judge of Record Victim/Desc CCV

Complaint Information:
 Authorize Complaint Date Prosecutor Complaint/Iss Date 10104
 Judge 12345 Warrant Issue Date
 Additional Charges: #2 #3 #4 #5

NXT CASE 04-0409A PTV D01 COUNT INQ ST
 F1-Ctr F4-Prompt F5-Mar F7-TKT F10-Same FL DT F24-Prev Help

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TC- CDL field added to ROA

Court 0 Case 04-0409A PTV D01 Charge 001 Type 00 Status PEND
 Name DODLEY/TOM/

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT 0R1630995J PIN: 04-12345	REGISTER OF ACTIONS	CASE NO: 04-0409A D01 00 X-REFERENCE #: 04-203948E STATUS: PEND
--	---------------------	---

JUDGE OF RECORD:
 JUDGE: CROCKETT, GEORGE W., P-12345

FRANKLIN COUNTY v
 DODLEY/TOM/
 3902 W MILLER RD
 LANSING MI 48910

CTN: New 12345601
 SID: field
 ENTRY DATE: 09/04
 OFFENSE DATE: 11/04 200 AM
 VEHICLE TYPE: VPR: MI 654823 04
 DOB: 10/02/1972 SEX: M RACE: M DLN: MI D400799013760 CDL INT
 VEH YR: 2004 VEH MAKE: FORD VIN: 430827C0987507800 PAPER PLATE: X

NXT ROA CASE 04-0409A PTV D01 COUNT 00 INQ ST
 F1-Top F2-Bottom F9-Print F13-OutQ Page/Roll F3/F24-Prior

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TC - Optional Batch DLN Lookup for Name/Address/DOB Entry

- Enter // in Name field, and DLN on CAS screen
- Following ROA entry will be made:
CASE ENTERED W/O NAME; DLN: M123456789012.
- Overnight request will be submitted to DOS.

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TC – Optional Batch DLN Lookup for Name/Address/DOB Entry

- ROA entry when Name/Address updated:
NAME, ADDRESS, DOB UPDATED BY SOS
- “SOS VPN/DLN UPDATE EXCEPTIONS” report generated by DOS.

IMPORTANT: Be very careful when using this feature. If an error is made when adding the DLN, the wrong defendant name/address/DOB will be added to the case

TC – Optional Batch DLN Lookup – Suggested Report Generator

- You may choose to run a report generator to identify cases that have had Name/Address/DOB updated in overnight batch process.
Verify names with charging document.
- Suggested fields:
 - P – Case Number
 - P – Name
 - S – Event Date (enter date range)
 - S – Event Code - XSOS

TC - Changes to Disposition Screen

- New *Defer* field added
- New *Delayed* field added
- *Set Aside Disp* field moved
- Field names changed:
 - ***Other Disp*** changed to ***Dism***
 - ***Audit Abs*** changed to ***Audit/Dism Abs***
- Second page of Disposition screen unchanged

TC - Changes to Disposition Screen (Continued)

- Repeat Offender/Drunk Driving Cases:
Automatic “hop” feature to NOA screen has
been removed

TC – Current Disposition Screen

HAPPY VILLAGE Traffic / Criminal Disposition -- Part 1 Status
Court & Venue Case Ptg Charge Date Type
Name PO Code RDR
Plea DS Code Other Disp Judge Audit Abs Set Aside Disp
Added count A/C/S Speed Chg/Alw/Egy / / /
Other Actions
\$Code Description Monetary Sentence Information
Assessment \$Code Description Assessment
Fine & Costs Suspended Pymt Schedule or Date/Time
Close/reOpen/Probation Non-Public Deferred
NXT DSP CASE PTY COUNT INQ ST
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F11-Scan F24-Prior Page/Roll Help

TC – New Disposition Screen

JIS Traffic / Criminal Disposition -- Part 1 Status
Court & Venue Case Ptg Charge Date Type
Name PO Code RDR
Plea DS Defer Disp Judge Audit/Disp Abs
Added count A/C/S Speed Chg/Alw/Egy / / /
Other Actions
\$Code Description Monetary Sentence Information
Assessment \$Code Description Assessment
Fine & Costs Suspended Pymt Schedule or Date/Time
Close/reOpen/Probation Non-Public Delayed Set Aside Disp
NXT DSP CASE PTY COUNT INQ ST
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC – Deferral Disposition Changes: Updating Initial Disposition

- **Must be count specific on hop line**
- Enter DS code for type of disposition
i.e., 14 – Disposed on Guilty Plea
- Enter Defer code for type of deferral
i.e., 01 – 7411
02 – YTA
03 – Spouse Abuse
04 – PUIL
05 – MIP

TC - Example: Initial Disposition - Case Disposed under Spouse Abuse Act

JIS Traffic / Criminal Disposition -- Part 1 Status END
Court 0 Version 1 Case 04-1012 Ptg 001 Charge ASSAULT AGGR Type 38
Name FOSTER/WALKER/MORRIS PO Code MS Date ROR
PL 1 DS 14 Defer 03 Disa Judge Audit/Disa Abs
Reduce/Rnd/P A/C/S Speed Chg/Alw/Egy / / /
Other Act Defendant pled guilty (P001)
\$Code Disposed on Guilty Plea (DS14)
Plea deferred under Spouse Abuse Act (D003)
Monetary Sentence Information
Assessment \$Code Description Assessment
Enter all other disposition information (assessments, payment schedule, probation term) just like you did before.
Fine & Costs Suspended Pymt Schedule or Date/Time
Close/reOpen/Probation Non-Public Delayed Set Aside Disp
UNDISPOSED TOTAL FINE 0.00 AMT DUE 0.00
NXT CASE 04-1012 PTV 001 COUNT 1 INQ EQ ST
F1-Ctr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC – Deferral Disposition Changes: Updating Final Disposition

- **Must be count specific on hop line**
- Enter DS Code for type of dismissal or conviction
i.e., 08 – Dismissed
14 – Disposed on Guilty Plea

TC - Example: Final Disposition - Case Disposed under Spouse Abuse Act

JIS Traffic / Criminal Disposition -- Part 1 Status DISP
 Court 0 Venue 1 Case 04-1012 Pty 001 Charge Date RDR
 Name FOSTER/WALTER/MARK PO Code MS Date RDR
 PL DS 08 Defer Dis Judge Audit/Dis Abs
 A/C/S Speed Chg/Rlw/Egy / / /
 Enter final disposition; typically 0500 - Dismissal if probation successfully completed, or 0514 - Disposed on Guilty Plea if probation not successfully completed.
 Monetary Sentence Information
 Assessment SCode Description Assessment
 Enter any other disposition information (including a V in Non-Public status, if necessary) just like you did before.
 Fine & Costs Suspended Pymt Schedule or Date/Time
 Close/reOpen/Probation C Non-Public Y Delayed Set Aside Disp
 DEFER SPOUSE 10/12/04 TOTAL FINE 0.00 RMT DUE 0.00
 NKT CASE 04-1012 PTV COUNT INQ ST
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC – 771.1 Delayed Sentence Disposition Changes: Updating Initial Disposition

- Must be count specific on hop line
- Enter DS code for type of disposition
i.e., 14 – Disposed on Guilty Plea
- “X” in Delayed field

TC – Example: Initial Disposition for 771.1 Delayed Sentence

JIS Traffic / Criminal Disposition -- Part 1 Status END
 Court 0 Venue 1 Case 04-1013 Pty 001 Charge DISORDERLY Type DM
 Name FRANKLIN/MICHAEL/JOHN PO Code MS Date RDR
 PL 01 DS 14 Defer Dis Judge Audit/Dis Abs
 Reduced/Chg A/C/S Speed Chg/Rlw/Egy / / /
 Enter disposition as you normally would; also type an "X" in the Delayed field
 Monetary Sentence Information
 Assessment SCode Description Assessment
 Enter any other disposition information (assessments, payment schedule, probation terms, etc.) just like you did before.
 Fine & Costs Suspended Pymt Schedule or Date/Time
 Close/reOpen/Probation C Non-Public Y Delayed X Set Aside Disp
 UNDISPOSED TOTAL FINE 0.00 RMT DUE 0.00
 NKT CASE 04-1013 PTV 001 COUNT 1 INQ FRANKLIN ST
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC - Example: Sentencing for 771.1 Delayed Sentence

Enter PO Code SH for sentencing. Update all sentencing information including judge, assessments, payment schedule, probation term, etc.

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TC - Example: Dismissal for 771.1 Delayed Sentence

If prosecutor files a Nolle Prosequi after the period of delayed sentence, enter PO Code, Date, Judge, DS Code 25. You may also enter any other information needed by the court. Close the case.

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TC - New Deferral MIP Procedure – Initial Disposition

- You must be count specific on hop line
- DS code 14 (Disposed on Guilty Plea)
- DF code 05 (Deferred MIP)
- Bar number of judge or magistrate
- Enter all terms of sentence
- “Y” in *Non-Public* field

Deferral abstract will generate when
Date Generated Notices are requested

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TC – Example: New Deferral MIP Procedure – Initial Disposition

DIS Traffic / Criminal Disposition -- Part 1 Status PEND
Court 0 Venue 1 Case 04-1014 Pty D01 Charge MIP Type DM
Name EDMONDS/EDGAR/ERNEST III PO Code PL Date 091504 ROR

PL 01 DS 14 Defer 05 Dism Judge 12345 Audit/Dism Abs

Reduce/Rnd/Chg A/C/S Speed Chg/Rlw/Egy / /

Other Actions

SCode	Description	Monetary Sentence Assessment
JSMO		00
PDOR		200
MYOR		150

Page down to enter additional sentence requirements, including term of probation

Fine & Costs Suspended Court Schedule 0900 or Date/Time
Close/reOpen/Probation Non-Public Y Delayed Set Aside Disp
UNDISPOSED TOTAL FINE 0.00 AMT DUE 0.00
NXT CASE 04-1014 PTV D01 COUNT 1 INQ 0 ST
F1-Ctr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC - New Deferral MIP Procedure – Successful Completion of Deferral

- DS code 08, 25 or 26
- Bar number of judge or magistrate
- “X” in *Audit/Dism Abs* field
- “C” in *Close/ReOpen/Probation* field
- “N” in *Non-Public* field

Dismissal abstract will generate when
Date Generated Notices are requested

TC – Example: New Deferral MIP Procedure – Successful Deferral

DIS Traffic / Criminal Disposition -- Part 1 Status DISP
Court 0 Venue 1 Case 04-1014 Pty D01 Charge MIP Type DM
Name EDMONDS/EDGAR/ERNEST III PO Code MS Date 101204 ROR

PL 05 08 Defer Dism Judge 12345 Audit/Dism Abs X

Reduce/Rnd/Chg A/C/S Speed Chg/Rlw/Egy / /

Other Actions

SCode	Description	Monetary Sentence Information Assessment	SCode	Description	Assessment

Fine & Costs Suspended Court Schedule or Date/Time
Close/reOpen/Probation C Non-Public N Delayed Set Aside Disp
DEFER MIP 0715/04 TOTAL FINE 0.00 AMT DUE 0.00
NXT CASE 04-1014 PTV D01 COUNT 1 INQ 0 ST
F1-Ctr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC - New Deferral MIP Procedure – Unsuccessful Completion of Deferral

- DS code 14 – Disposed on Guilty Plea
- Bar number of judge or magistrate
- Enter all other sentence requirements
- Verify case status
- “N” in *Non-Public* field

Conviction abstract will generate when
Date Generated Notices are requested

TC – Example: New Deferral MIP Procedure – Unsuccessful Deferral

DIS [04-1014] Traffic / Criminal Disposition -- Part 1 Status DISP
Court 0 Venue 1 Case 04-1014 PTV 001 Charge MIP Type DR
Name EDMONOS/EDGAR/ERNEST III PO Code HS Date 101204
PL [DS 14] Defer [] Disc [Judge 12345] Audit/Disc Abs []
Reduce/Red/Chg [] A/C/S [] Speed Chg/Alt/Egy [] / [] / []
Other Actions []
Monetary Sentence Information
Assessment
\$Code Description \$Code Description Assessment
[] [] [] [] [] []
Page down to enter additional sentence requirements, including terms of probation, if necessary
Fine & Costs Suspended [] Post Schedule [] or Date/Time []
Close/ReOpen/Probation [] Non-Public [N] Delayed [] Set Aside Disp []
DEFER MIP 9/15/04 TOTAL FINE 0.00 AMT DUE 0.00
NMT [] CRSE 04-1014 PTV 001 COUNT 1 INQ 0 ST []
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help

TC – Scheduling Screen changes

- Deferral disposition will appear in lower left corner
- Can't close deferred case unless final disposition has been entered

- *Defer* field now part of *DS Code* field
- New field for *Delayed*

Reminder: When removing the final disposition on a case which was deferred or delayed, all dispositions will be removed.

```

T/C REMOVAL SCREEN
CASE 04-0991 PTY D01 NAME SMITH,THEODORE/LEONARD JR Status DISP

"X" the fields below that are to be removed
Press "ENTER" to process the removals

CASE:  _ Proceeding Judge      _ Prob Officer      _ Arraign
        _ Attorney              _ Prosecutor
        _ Set Aside Date       _ Warrant/Recall

COUNT # 01  CUR CHG DOMESTIC VIO  ORG CHG DOMESTIC VIO  TOTAL COUNTS 01
Plea 1
DS Code 43
Fines & Costs Suspended
Detained
- Jail Days
- Optional Jail Days
- Credit Jail Days
- Susp Jail
- Committed
- Jail Loc
- Prob Term
- Rehab
- Revoke/Suspend
- Days Suspended
- Days Restricted

NXT CASE 04-0991 PTY D01 COUNT 1 INQ D ST
F1-Ctr F24-Prev Page/Roll Help

```

```

T/C REMOVAL SCREEN                                     Status DISP
CASE 04-1012      PTY D01 NAME EGSTER/WALTER/MARK

      "X" the fields below that are to be removed
      Press "ENTER" to process the removals

CASE:  _ Proceeding Judge      _ Prob Officer      _ Arraign
      _ Attorney              _ Prosecutor
      _ Set Aside Date        _ Warrant/Recall

COUNT # 01      CUR CHG ASSAULT AGGR      ORG CHG ASSAULT AGGR      TOTAL COUNTS 01
Plan # 1
- DS Code 14      Defer 03
- Delayed
- Fines & Costs Suspended
- Jail Days
- Optional Jail Days
- Credit Jail Days
- Susp Jail
- Committed
- Jail Loc

- Community Service
- Community Service in Lieu Of Jail
- Veh Imob Start Date
- Veh Imob # of Days
- Forfeiture
- Prob Term
- Rehab
- Revoke/Suspend
- Days Suspended
- Days Restricted

NXT      CASE 04-1012      PTY D01 COUNT      1      INQ F      ST
F1-Ctr      F24-Prev      Page/Rolt      Help

```

Traffic/Criminal & Probation Module – Part Three

Reports

TC – Abstract Held List FAC/FCJ/FCPV Held List

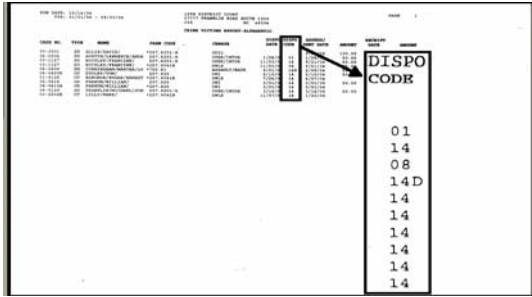
- These reports will now generate even if no cases qualify for the report

TC – Disposition Column on Reports

- Disposition code will show deferred status, i.e., 14D
- Disposition description will show deferred status, i.e., DEFER MIP

Exception: At this time, Caseload Disposition Report will show the disposition based only on the disposition code. It will not reflect the deferral code, if there is one.

TC – Example of Crime Victim Rights Report



CASE NO.	TITLE	NAME	CASE CODE	CHARGES	DISPOSITION	DATE
101	01	...
102	14	...
103	08	...
104	14D	...
105	14	...
106	14	...
107	14	...
108	14	...
109	14	...
110	14	...
111	14	...
112	14	...

TC – Report Generator

- No changes to first screen
- Second screen changes:
 - *Deferred* field moved
 - *Delayed* field added
- Valid selection options for *Deferred* field:
O, X, P, S and 1-9
- Valid selection options for *Delayed* field:
O, X, P and 1-9

TC – Report Generator

- *Deferred* field identifies cases that are currently in deferred status
- *Delayed* field identifies all cases that have been delayed under 771.1

Important: Because of procedure changes in updating deferred dispositions, check your saved reports to determine if you are still collecting the information you want.

TC – Report Generator – Current Screen (2nd screen)

JIS REPORT GENERATION SELECTION 10/13/04 13:10:40

- Disposition	-	- Close Date	-
- Xreference	-	- Probation Officer	-
- CTN/ICN	-	- SID	-
- Warrant Code	-	- Next Action	-
- Warrant Date	-	- Next Date	-
- Recall Date	-	- Next Judge	-
- Arraignment	-	- Non-Public	-
- Sex	- Race	-	-
- Disposed Date	-	- Sentence Date	-
- Disposed Code	-	- FAC Date	-
- Plea Date	-	- Rehab	-
- Plea Code	-	- Prob End Date	-
- Suspension	-	- Probation Term	-
- Suspension Days	-	- Jail Term	-
- Restriction Days	-	- Optional Jail Term	-
- Community Service	-	- Jail Location	-
- Service in Lieu	-	- Restitution	-
- Event Date	-	- Event Code	-
- Event Term	-	- Event Clerk	-
- Immob Start Date	-	- Immob Days	- Veh Forfeit
- Paper Plate	- VIN	- Vehicle Make	- Veh Year

F24-Previous Menu Page/Roll Help

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TC – Report Generator – New Screen (2nd screen)

JIS REPORT GENERATION SELECTION 10/13/04 13:07:31

- Disposition	-	- Close Date	-
- Xreference	-	- Probation Officer	-
- CTN/ICN	-	- SID	-
- Warrant Code	-	- Next Action	-
- Warrant Date	-	- Next Date	-
- Recall Date	-	- Next Judge	-
- Arraignment	-	- Non-Public	-
- Sex	- Race	-	-
- Disposed Date	-	- Sentence Date	-
- Disposed Code	-	- FAC Date	-
- Plea Date	-	- Rehab	-
- Plea Code	-	- Prob End Date	-
- Suspension	-	- Probation Term	-
- Suspension Days	-	- Jail Term	-
- Restriction Days	-	- Optional Jail Term	-
- Community Service	-	- Jail Location	-
- Service in Lieu	-	- Restitution	-
- Event Date	-	- Event Code	-
- Event Term	-	- Event Clerk	-
- Immob Start Date	-	- Immob Days	- Veh Forfeit
- Paper Plate	- VIN	- Vehicle Make	- Veh Year

F24-Previous Menu Page/Roll Help

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TC – Conversion of Disposition Codes

Old DS Code	New DS, DF Codes
DS41 – Plea under 7411	DS14, DF 01
DS42 – Plea under YTA	DS14, DF02
DS43 – Plea under Spouse Abuse Act	DS14, DF03
DS44 – Verdict under 7411	DS01, DF01
DS46 – Verdict under Spouse Abuse Act	DS01, DF03

Questions?

Probation

Forms & Screens

PROB – Probation Violation (VIO)

- The form has been updated to the 6/04 version and is now entitled Motion, Affidavit and Summons Regarding Probation Violation.
- The VIO screen has the following changes:
 - *Order for Summons, Order for Bench Warrant, and Amount of Bond* have been removed
 - F9-Print/Update/Status changed to F9-Print/Update
 - F10-Print/Update key has been removed

PROB – Probation Violation and Order (VIO) Current Screen

SUNNY SPRINGS Probation Violation and Order MC246 PROB
Court 2 Case 04-99221 Pty D01 Charge MIP - 1995 Type SM
Name APPELDATE/DAITA/
Date signed 101204 Bar No: 12345 Judge: GEORGE W. CROCKETT III
Police Report No. 88-22541
People of STATE OF MICHIGAN
Motion & Affidavit

Probation Officer: _____
Alternate Court Address: _____
Date of Court Appearance: 102904 Time: 0900 A
Amount of Bond: _____
Order for Summons
Order for Bench Warrant

These fields have been removed from the screen

NXT VIO CASE 04-99221 PTY D01 COUNT 1 INQ ST
F1-Clear F7-Print F9-Print/Update Status F10-Print/Update 13-Out0 F24-Prev

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PROB – New Probation Violation (VIO) New Screen

JIS Probation Violation MC246 PROB
Court 2 Case 04-0002 Pty D01 Charge USE MARIJ Type SM
Name HARPER/PAUL/
Date signed 101104 Bar No: 12345 Judge: GEORGE W. CROCKETT III
Police Report No. 93020-04
People of STATE OF MICHIGAN
Motion & Affidavit

Probation Officer: KATIE MARIE STRONG
Alternate Court Address: _____
Date of Court Appearance: 102904 Time: 0200 P

NXT VIO CASE 04-0002 PTY D01 COUNT 1 INQ ST
F1-Clear F7-Print F9-Print/Update 13-Out0 F24-Prev

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PROB – Probation Violation Form (MC246, 6/04)

STATE OF MICHIGAN
JUDICIAL BRANCH
JUDICIAL CLERK

Probation Officer: _____
Signature of Probation Officer: _____
My commission expires: _____
Notary public, State of Michigan, County of _____

TO CERTIFY: IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:
You are ordered to appear in court:
1. At _____
2. At _____
3. At _____

IF you fail to appear at the stated time and place, you may be subject to arrest on the alleged probation violation. Failure to appear at the stated time and place may subject you to arrest.

CERTIFICATE OF ARREST

County that on this date a copy of this motion and summons was served upon the probationer by ordinary mail at the address shown above: _____

State of Michigan, County of _____

MC246 (04/04) MOTION, AFFIDAVIT AND SUMMONS REGARDING PROBATION VIOLATION

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PROB – Order of Probation (ORD)– Current Screen

SUNNY SPRINGS ORDER OF PROBATION-PART 1 DC243 PROB
Court 2 Case 04-99221 Ptv D01 Charge MIP - 1995 Type SM
XREF 08-22541 Name APPELDATE/AMITA/
Date Signed 101104 Bar No: 12345 Judge GEORGE W. CROCKETT III
People of STATE OF MICHIGAN Conditional X Print Part 1 Only X
Probation Officer
Judgment of guilt is deferred under: 1-7411 2-Spouse Abuse 3-VTA 4-PUI 5-MIP
Defendant poses a credible threat: 5. Not purchase/possess firearm
Fine Costs Restitution Crime/Victim Supervision
100.00 149.00 TOTAL
State Costs Other 45.00 294.00
Total due ... Installments of \$ per starting on
7. Comply with the attached wage assignment order
8. Other:
NXT CASE 04-99221 PTV D01 COUNT 1 INQ ST
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll

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PROB – Order of Probation (ORD)– New Screen

JIS ORDER OF PROBATION-PART 1 DC243 PROB
Court 2 Case 04-0002 Ptv D01 Charge USE MARIJ Type SM
XREF Name HARPER/PAUL/
Date Signed 101204 Bar No: 12345 Judge GEORGE W. CROCKETT III
People of STATE OF MICHIGAN Conditional X Print Part 1 Only X
Probation Officer KATE MARIE STRONG Term 12 MONTHS
Judgment of guilt is deferred under: 1-7411 2-VTA 3-Spouse Abuse 4-PUI 5-MIP
Defendant poses a credible threat: 5. Not purchase/possess firearm
Fine Costs Restitution Crime/Victim Supervision
100.00 189.00 Added MIP
State Costs Other 45.00
Total due ... Installments of \$ per starting on
7. Comply with the attached wage assignment order
8. Other:
Note: 2-VTA and 3-Spouse Abuse have been renumbered
NXT CASE 04-0002 PTV D01 COUNT 1 INQ ST
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll

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PROB – Order of Probation (ORD)

- Form updated to the 8/04 version to include MIP deferral
- Long description of charge shortened to 38 characters on 8x11, non-conditional print option; 30 characters on AFP version
 - You may want to shorten some of your long descriptions if you use these options

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PROB – Order of Probation (ORD)– Current Form, 8x11, Non-Conditional

STATE OF MICHIGAN		ORDER OF PROBATION		CASE NO. 04-99221 SM	
99-2 JUDICIAL DISTRICT		(Misdemeanor)		X-REF: R8-22541	
POLICE NO: R8-22541		Court Address 27777 FRANKLIN		Court Telephone	
ORI MI820145J		SUNNY SPRINGS, MI 48034		(810) 352-8990	
People of STATE OF MICHIGAN		V Defendant's name, address, and phone			
		APPELGATE/ANITA/ 2215 GULLEY APT B621 DEARBORN HTS, MI 48127			
		CTN/TCN		SID	DOB
					1/07/1964
Probation Officer:		Term: 12 MONTHS			
Offense: PERSON UNDER 21 - PURCHASE, CONSUME, POSSESS					
Judgment of guilt is deferred under:		<input type="checkbox"/> MCL 333.7411, Controlled Substance Act			
<input type="checkbox"/> MCL 769.4a, Spouse Abuse Act		<input type="checkbox"/> MCL 750.430, Practicing under the Influence			
		<input type="checkbox"/> MCL 762.14, Youthful Trainee Status			

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PROB – Order of Probation (ORD)– New Form, 8x11, Non-Conditional

STATE OF MICHIGAN		ORDER OF PROBATION		CASE NO. 99-8451 SM	
99-2 JUDICIAL DISTRICT		(Misdemeanor)		X-REF: 4535435454	
POLICE NO: 0203040323		Court Address 27777 FRANKLIN ROAD-SUITE 1300		Court Telephone	
ORI MI820055J		JIS, MI 48034		(248) 398-4982	
People of STATE OF MICHIGAN		V Defendant's name, address, and phone			
		ANDREWS/LINDA/SUE 5434 DIXIE HIGHWAY PONTIAC, MI 48234			
		CTN/TCN		SID	DOB
					5/12/1959
Probation Officer:		Term: 12 MONTHS			
Offense: OPERATED UNDER INFLUENCE LIQUOR		<input type="checkbox"/> Judgment of guilt is deferred under:			
DROVE WHILE LICENSE SUSP/REV/DENIED		<input type="checkbox"/> MCL 333.7411, Controlled Substance			
		<input type="checkbox"/> MCL 436.1703, Minor in Possession			
		<input type="checkbox"/> MCL 750.430, Practicing u/Influence			
		<input type="checkbox"/> MCL 769.4a, Spouse Abuse Act			
		<input type="checkbox"/> MCL 762.14, Youthful Trainee Status			

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PROB – Order of Probation (ORD)– New Form, 8x11, Conditional/Deferred

STATE OF MICHIGAN		ORDER OF PROBATION		CASE NO. 04-1006X SM	
99-2 JUDICIAL DISTRICT		(Misdemeanor)			
Court Address 27777 FRANKLIN ROAD-SUITE 1300		Court Telephone			
ORI MI820055J		JIS, MI 48034		(248) 398-4982	
People of STATE OF MICHIGAN		V Defendant's name, address, and phone			
		(248) 996-5544			
		ROBERTS/ALAN/EDWARD			
		543 MAPLE AVENUE			
		SOUTHFIELD, MI 48234			
		CTN/TCN		SID	DOB
					12/04/1939
Probation Officer: GEORGE W. CROCKETT III		Term: 6 MONTHS			
Offense: PERSON UNDER 21-PURCHASE, CONSUME, POSSESS					
Judgment of guilt is deferred under:		<input checked="" type="checkbox"/> MCL 436.1703, Minor in Possession			

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Civil

Civil –Case Entry

- Adding a Garnishee Defendant (I01):
 - No longer changes the case status to PEND
 - Will not reopen case for caseload purposes
 - No longer causes a case to appear on the Civil Caseage Report

Civil –Action Screen

- New description code JD-Jury Demand
 - Use **JDF-Jury Demand Filed** to ensure proper counting for Caseload Part 4 (LT and SP case types)
 - May be used for all case types
 - Party code should reflect who filed the demand

Civil –Action Screen

JIS 06552 CIVIL ONLINE ACTIONS UPDATE PEND									
Court 2 Case 04-7644 Type SE File Date 100104 Judge 12345									
P01 ROGERS/LAWRENCE/ D01 KNIGHT/RICHARD/									
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v	001		101104	005	\$\$\$\$\$\$\$.00				
Jury Demand Filed by D01									
091 Days From 110904 is 020805									
At end -- No More Actions									
NXT CASE 04-7644 PTY GAR# NAME									

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Civil Forms

Civil – Forms Updated to 6/04 Version

Each of the following forms had language added regarding the Servicemembers Civil Relief Act:

- Judgment, Civil (MC10)
- Judgment, Small Claims (DC85)
- Judgment, Landlord-Tenant (DC105)
- Judgment of Possession/Land Contract (DC106)

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Civil –Forms Updated to 6/04 Version

- Subpoena, Order to Appear (MC11)
 - MSA citations were removed
 - AFP version includes Supreme Court seal
 - Seal required when form is used as a subpoena
 - See MCR 2.506(D)(2)
 - Also see Memorandum dated July 9, 2004 from Nial Raanen, Director, State Court Administrative Office
- Motion & Order to Show Cause (MC230)
 - Added: Notary Public, State of Michigan, County of _____

Civil –Motion, Affidavit & Bench Warrant Current Screen

SUBVY SPRLINES CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT MC229 PEND

Court 2 Case 04-1235 Pty 001 Type GC

P01 ELOMER_SHOP_INC// D01 JONES/JOHN/JR

Date Signed: 101104 Judge No: 12345 Judge GEORGE W. CROCKETT III

Police Report No. Plaintiff ELOMER_SHOP_INC// Conditional (Page 1) _

MOTION & AFFIDAVIT Name JONES/JOHN/JR

☐ Fail to Appear ☐ Other Reasons

Reasons

BENCH WARRANT

Name JONES/JOHN/JR

Alt Name

Address

City State Zip

Race Sex

DLN DOB 00 / 00 / 0000

Bond Amt \$ (MM / DD / YYYY)

NXT CASE 04-1235 PTY 001 GARR 00 NAME

F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev

Civil – Motion, Affidavit & Bench Warrant New Screen

JIS CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT MC229 PEND

Court 2 Case 04-0227 Pty 001 Type GC

P01 SAMPLES/VICTOR// D01 PATTERSON/BART//

Date Signed: 101204 Judge No: 12345 Judge GEORGE W. CROCKETT III

Police Report No. Plaintiff SAMPLES/VICTOR// Conditional (Page 1) _

MOTION & AFFIDAVIT Name PATTERSON/BART//

☐ Contempt/Fail to Appear

For the following reasons:

BENCH WARRANT

Name PATTERSON/BART//

Alt Name BART'S BAIT AND TACKLE//

Address 90123 MILITARY

City PORT HURON State MI Zip 48060

Race Sex

DLN DOB 00 / 00 / 0000

Bond Amt \$ (MM / DD / YYYY)

NXT CASE 04-0227 PTY 001 GARR 00 NAME

F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev

Civil – Form Updated to 7/04 Version

■ Default Application, Entry, Affidavit (MC07)

- Added to paragraph 3:
 - { } It is unknown whether the defaulted party is in the military service
 - Language regarding the Servicemembers Civil Relief Act
- Also added to form: Notary Public, State of Michigan, County of _____

Cash

Cash – Option 11: Re-Print Receipt

- An exact duplicate of the receipt will print for original receipts rung after the release is loaded.

Items previously omitted from a reprint: assessments, balance due, next payment date, name (if case was not entered), and 'O' for reopened.

CASH TRANSACTION PROCESSING	
1. OPEN FOR DAY	7. VOID / RE-DOING
2. OPEN FOR INDIVIDUAL	8. RUNNING TOTALS - CASHIER? _____
3. CLOSE FOR DAY	9. PRINT AUDITOR'S TOTAL
4. CLOSE FOR INDIVIDUAL	10. PRINT ADJUSTMENTS
5. CASH TRANSACTION	11. RE-PRINT RECEIPT
	20. RECONSTRUCT
SELECTION. _____	

Cash – Dispositions

- Deferred cases cannot have:
 - The deferral disposition entered through the cash module
 - A subsequent dismissal/conviction entered through the cash module
- Cases with deferred dispositions cannot be closed through the cash module

New message: Cnt DEFERRED Cannot Close

Note: DS41, 42, 43, 44 & 46 are no longer valid disposition codes. See Traffic/Criminal Module Part Two of this handout/webcast for new deferred disposition procedures.

Cash Report Generator

- Added field for *Deferred Code*
 - Valid selection options: P, S, X, B, O, 1-9
 - Identifies cases currently in deferred status

IMPORTANT: Because of procedural changes for updating deferred dispositions, check your saved reports to determine if you are still collecting the information you want.

Cash Report Generator

JIS CASH REPORT GENERATION SELECTION 10/12/04 12:44:23

Traffic/Criminal Case Information

- PO Judge	_____	- Offense Date	_____
- Judge of Record	_____	- Vehicle Type	_____
- Next Judge	_____	- Agency	_____
- Next Date	_____	- Officer	_____
		- Next Action	_____

Charge Information

- Original Charge	_____	- Current Charge	_____
- Original SDS	_____	- Current SDS	_____
- Original Att/Cons/Sol	_____	- Current Att/Cons/Sol	_____
- Clv/Misd/Fel	_____	- Disposed Code	_____
- Disposed Date	_____	- Deferred Code	_____
- Sentence Date	_____		

Detail Information

- Event Date	_____	- Event Code	_____
- Event Clerk	_____		

F24-Previous Menu Page/Roll Help

Miscellaneous Program Changes & Corrections

Miscellaneous Program Corrections

- **Cash:**
 - Warning message now displays when closing a case and an insurance card or driver's license is posted.
 - Financial ROA now displays assessments and payments in order by entry date and time.
- **T/C Report/Requests (RPT) screen:**
 - If a docket entry existed for a case on the same day as a postcard NTA was requested, it would print that date/time/ code/judge instead of the next court date in error. This problem has been corrected.

Please Note



- Screen examples contained in this slideshow may not represent the same codes used in your court. Substitute your codes where appropriate. When in doubt, contact JIS for clarification.

Where to Get More Information

- Handout entitled *New JIS Procedure for MIP-Deferred Sentence (2004 Fall/Winter Software Release – Instructions for Updating/Correcting MIP Cases)*
- Email: DCSHelpDesk@courts.mi.gov
Phone (800) 572 -1116; Fax (248) 352-8715
- JIS Website: http://courts.mi.gov/jis/jis_contact.htm
- Latest version of court forms:
<http://courts.mi.gov/scao/courtforms>
